

**Commission Meeting Minutes**  
**October 18, 2012**

**Boise Watershed**  
**11818 Joplin Road, Boise ID 83714**

**Attendees:**

Clint Blackwood, Pat Eriksen, Henry Henscheid, Mike Jensen, Cindy Jesinger, Bill Langer, Pam McGarry, Lynn Muehlfeit, Tina Naillon, Tabatha Renz, Kristen Tracy, Kent Griffiths, Robert Cope.

**Absent:** Sister Janice Otis, Susan Steele, Hunter Van Bramer

**Guests/Staff:** Renee Cox, Jennifer Caprile, Alexis Neufeld, Sue Simmons, Colette Scheideler, Kapila Wewegama

**Lynn Muehlfeit, Commission Chair called to meeting to order at 8:38 am**

**Review and Approve agenda:** Lynn noted a correction to the agenda- Kapila Wewegama replaced Justine Murray as facilitator. A motion was made by Pam McGarry to approve the agenda with changes brought forth from the commission, Mike Jensen seconded the motion, which passed unanimously by voice vote.

**Review and approval of (July 26, 2012) Commission Meeting Minutes:** A motion was made by Pat Eriksen to approve the minutes from the last commission meeting, Bill Langer seconded the motion, which passed unanimously by voice vote.

**Tentative Upcoming Meeting Dates:** 2013 Commission Meeting dates are tentatively scheduled for January 17, April 11, July 17, and October 17 and 18. Program Directors will be in town in July and could possibly attend that meeting.

**Reports:**

- **Kent Griffiths** reported on VISTA
  - About 80 VISTAs are currently in the field serving 18 projects – this is the strongest position VISTA has ever been in. Right now they are adapting to transitions with Senior Corp retirements, as 5 – 7 directors have retired. Several things are going on with Veterans including the Idaho National Guard project, 4H project and Legacy Mountain States project.
- **Tina Naillon's** report on Learn and Serve was delayed until the afternoon.
- **Sue Simmons** reported on the Idaho Department of Labor:
  - IDOL has been very busy. IDOL is shifting its focus from unemployment claims to employment services. They now handle unemployment claims over the phone, and a lot of their effort is going into refining this process. They just sent out 6100 letters notifying people their unemployment insurance benefits extensions expire on December 28, 2012. The concern going into January is the potential sequestration, which would result in an 8-10% cut and could affect Serve Idaho. At this time it is unknown whether IDOL will be able to continue offering Serve Idaho match from their funds. Serve Idaho is not the best fit for IDOL but also is not their biggest expense. They will discuss funding at the executive retreat in December but will not know the budget until January. Currently IDOL puts \$75,000 as match into Serve Idaho. This covers office space, accounting, IT services, etc. Last year it cost more than the \$75,000 – the overage was covered by the Admin Grant. This year Serve Idaho is on track to be within the \$75,000. Even without sequestration, it is possible Serve

Idaho could be moved to another department. Kent Griffiths asked whether IDOL would assist with finding a new home for Serve Idaho if Serve Idaho has to move. Sue said IDOL would help as much as they could. They would give a significant amount of notice and assist in finding a new location.

- **Renee Cox** reported on the following:

- **Administrator's report-** Serve Idaho held a State Plan meeting with representatives of various local volunteer organizations and sent out a survey to identify potential areas of focus for the new State Plan. The administrative grant is due on November 1 – Renee is writing that for \$200,000. There has been no info yet on the PDAT or Disability grants, so she is waiting to hear if and to whom funds are available. The 2013 budget is being put together assuming no PDAT or Disability funds but can be reworked later if necessary. Cole McMahon is coming to do an efficiency review of Serve Idaho on October 23 and 24. Alexis and Jennifer's performance plans are complete. Renee is attending the ASC meetings via phone twice/month. Jennifer and Renee are sitting on the Idaho Prevention Conference Committee. Renee is working with Drake Cooper and IDOL to produce a Youth Plate PSA which will run through Idaho Broadcast 3<sup>rd</sup> quarter next year. The AmeriCorps PSA will run 2<sup>nd</sup> quarter, and we will be getting some match from both. All Serve Idaho Staff are participating in SWIDOVs. Renee is closing out the Admin grant from carryover of 2009 and will begin closing out the PDAT and Disability grants soon. Progress reports for the PDAT and Disability grants are due on November 15.

- **Jennifer Caprile** reported on Youth License Plates.

Serve Idaho has a BSU student working with counties to make sure they have the plate proceeds as a separate line item in their earnings. Youth Plates have generated about \$500,000 since the program's inception. Jennifer is planning to speak with Workforce Investment Act case managers and county chambers to promote Youth plates and ensure people know how to use the funds, because we can use that as match. If Idaho does not sell enough plates each year, the plates go away.

- **Financial report-** We still have \$110,150 to spend of the Admin grant because of carryover from last year. This year we have spent \$90,000 and have \$110,000 in match. About \$37,500 additional match will come from IDOL and Youth Plate spending could help as well. The Disability PSA cost us \$10,000, but they are matching \$10,000 that we can capture through December. We have a 3 year period to make match since we are beginning a new grant cycle. If we do not make match, applying for a match waiver is not a good option because that is a red flag when CNCS looks at us for competitive funding. We may be able to carry funds over from this year to next, but if we do we have to match the additional funds next year as well. Renee is writing the new budget now and thinks \$200,000 without the PDAT or Disability grant will be enough to just support AmeriCorps and the Commission. We were awarded \$19,000 in PDAT grant in 2012 which covers part of Renee and Jennifer's salaries. The Disability grant is used for disability outreach. Gordon now works for IDOL but still promotes AmeriCorps with flyers at his disability meetings.
- **Program report-** We have approximately \$2,000,000 in our programs. Next year we may have fewer program slots available. Renee attended the LCSC PSO and End of Year celebration. Renee and Jennifer went to the SCA End of Year program. Renee has received the program progress reports and is compiling them for the Grantee Progress report which is due to CNCS next month. Renee is

getting ready to close out the 2009-2011-12 formula grants. ISU is talking about pursuing competitive grants and we are working with Vets Serving Vets to do the same. This would allow VSV to get full time members and place members at other agencies to get cash match.

#### **Committees report out:**

- **Brightest Stars:** Mike Jensen reported that the next event will be in 2013, possibly in October. There is \$200 in the Brightest Stars account right now. He is looking at involving former Governors and other agencies to help with publicity and funding. We might be able to get the nomination process online this year.
- **Conference Committee-** Kristen Tracy is planning the conference around continuing education for AmeriCorps members. Approximately 30 proposals were sent in. Terry Graves (VISTA volunteer) is trying to secure sponsors. Jennifer Caprile reported that we have 3 paid trainers scheduled and final votes for presenters will be due October 25. Sessions will be listed on the website by the 2<sup>nd</sup> week in November.
- **Membership –** Pam reported that every region is represented by a commissioner. She has names of two potential members to represent tribes. Right now the commission breakdown is 20% Democrat, 33% Republican, and 47% other.
- **Marketing:** Tabatha Renz presented her MLK day Read and Serve Across Idaho project, and requested commissioner participation.

#### **Other Business:**

- Lynn Muehlfeit called for approval of the amendment to the by-laws. Pat Eriksen moved to accept the change, and Cindy Jesinger seconded the motion which passed unanimously by voice vote.
- Lynn Muehlfeit noted that the commission will change committees and work on commission policies at the January commission meeting.
- Cindy Jesinger joined the Brightest Stars committee.

#### **Elections:**

- Nomination for new Chair. Motion was made by Pam McGarry to elect Tabatha Renz as new Chair, Cindy Jesinger seconded the motion, which passed unanimously by voice vote.
- Nomination for new Vice Chair. Motion was made by Cindy Jesinger to elect Mike Jensen as new Vice Chair, Kristen Tracy seconded the motion. Motion was made by Tabatha Renz to elect Kristen Tracy as new Vice Chair, Pat Eriksen seconded the motion. Kristen Tracy was elected Vice Chair by written ballot.
- Nomination for new Secretary. Motion was made by Pam McGarry to elect Mike Jensen as new Secretary, Henry Henscheid seconded the motion, which passed unanimously by voice vote.

#### **Tina Naillon** reported on Learn and Serve:

- They are not funded at the federal level anymore, but competitive grants are available. She receives notice of upcoming grant opportunities, and people are welcome to contact her for more information.

#### **Next Commission Meeting:**

- Scheduled for January 17, 2013
- Request for training on using volunteers outside of AmeriCorps
- Request for 5 minute volunteer planning session to discuss upcoming service events
- Renee will check into the possibility of working with high schools to offer AP credit for Seniors involved with AmeriCorps

**Meeting adjourned at 4:30 pm**